

Douglas County Community Development
1594 Esmeralda Avenue
Post Office Box 218
Minden, Nevada 89423
(775) 782-6217

TEMPORARY SIGN PERMIT APPLICATION (A-Frame Signs)

FOR STAFF USE ONLY	
Permit Number	Receipt Number
Received By	Date
Approved By	Date
Permit Start Date: _____	
Expiration Date: _____	

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who must submit for a **Temporary Sign Permit** for the temporary use of an *A-Frame sign* pursuant to Douglas County Code 20.620.043.

As an applicant, you must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Douglas County Community Development Department.

SSIGN/BUSINESS LOCATION:

Business Name: _____ Owner _____
Address: _____
Assessor's Parcel Number: _____

APPLICANT:

Contact Name: _____ Company: _____
Address: _____ City/State/Zip: _____
Telephone No: () _____ Fax No: () _____
E-mail: _____

OWNER:

Contact Name: _____ Company: _____
Address: _____ City/State/Zip: _____
Telephone No: () _____ Fax No: () _____
E-mail: _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s)/Agent of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s)/Agent of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(S)/AGENT OF RECORD: (Include extra sheets if necessary)

Printed Name Signature Date

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct.

APPLICANT/APPLICANT'S REPRESENTATIVE:

Printed Name Signature Date

CONDITIONS OF APPROVAL

Douglas County Code (20.620.043) requires the issuance of a sign permit for any business or civic organization which proposes to utilize an A-Frame Sign for advertising purposes. The business owner agrees to comply with the following conditions:

A-FRAME SIGNS:

1. No more than one A-Frame sign may be used per unit of operation.
2. The A-Frame sign may be placed in the following locations: a) in front of the unit of operation, adjacent to the storefront entrance, b) on the parcel where the business or civic event is located and placed along the street frontage, or c) if the business is located within a commercial or industrial complex, the sign may be placed on any parcel within the complex fronting a public street with written permission from the property owner. The sign must be securely affixed to the ground (bolted or weighted), and must not block a public sidewalk or be placed in the public right-of-way, and must not block site visibility along the street or pose a traffic hazard.
3. May only be displayed during business hours or during the civic event.
4. Maximum size of the A-Frame sign structure is limited to 7.85 square feet in area, including sign support, with a maximum height of 3.75 feet (45 inches), and a maximum width of 2.08 feet (25 inches).
5. The sign area must be designed as follows:
 - a. A maximum of six square feet of sign area, which may include a logo.
 - b. Sign area must be of uniform type and color.
 - c. Sign display must be permanently affixed to the sign. Magnetic or decal lettering is acceptable.
 - d. Erasable sign display is allowed.
6. The sign structure must be square or rectangle in shape with an overall design that is compatible with the business it serves and/or complements the streetscape.
7. The A-Frame sign must be made of durable, low-maintenance material which will withstand extreme weather conditions.

Staff to check off TEMPORARY SIGN PERMIT APPLICATION SUBMITTAL CHECKLIST

The following items must be complete and submitted with this application:

- _____ The completed application form with all necessary signatures.
- _____ Application fee (checks are to be made out to Douglas County Community Development).
- _____ Method of securing sign to the ground: _____

All site plans must be folded by the applicant to a maximum 9" x 12" size.
